

CITY AND COUNTY OF HONOLULU  
DEPARTMENT OF PLANNING AND PERMITTING  
BUILDING DIVISION  
650 SOUTH KING STREET, 12<sup>th</sup> FLOOR  
HONOLULU, HAWAII 96813

**THIRD PARTY REVIEWER**  
**RENEWAL FORM**

REGISTRANT'S NAME & ADDRESS OF RECORD:

Company Name: \_\_\_\_\_  
C/O: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State Zip Code: \_\_\_\_\_

**Please indicate the Names and TPR Registration Numbers that you are renewing (if more space is required, please attach a separate list):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your registration for Third Party Reviewer will expire on July 31, 2023. Renewal form and fee are **due by July 31, 2023**. Registration is for the period August 1, 2023 to July 31, 2025. Also, please provide a **copy of your requisite certificate of liability insurance**.

Please check the appropriate box:

- ☐ Registration Fee \$1,000.00 per Reviewer  
(Fee received by July 31, 2023)
- A registrant who has not renewed by July 31, 2023 is unregistered and may not perform third party review.
- ☐ Late Registration Fee \$2,000.00 per Reviewer  
(Fee received after July 31, 2023 and before July 31, 2024)
- A registration that has not been renewed by July 31, 2023 shall be automatically terminated and cannot be restored. A new application for reexamination and registration will be required.

Please make check or money order payable to: City and County of Honolulu

Mail/deliver renewal form and fee to: Building Division  
Dept. of Planning and Permitting  
City and County of Honolulu  
650 South King Street, 12<sup>th</sup> Floor  
Honolulu, Hawaii 96813

After submittal of renewal form and fee, a confirmation letter will be mailed to you. Should you have any questions, please contact the Building Division at 768-8121.

**BUILDING DIVISION USE ONLY**

Registration Fee (\$1,000.00) per Reviewer: \_\_\_\_\_ Check No. \_\_\_\_\_  
Date

Late Registration Fee (\$2,000.00) per Reviewer: \_\_\_\_\_ Check No. \_\_\_\_\_  
Date

Confirmation Letter Mailed: \_\_\_\_\_  
Date